

# Calendar (California)

Last Modified on 02/05/2026 9:16 am CST

## Tool Search: Calendar

Calendar Details stores basic information about the calendar, including many fields that impact how the calendar is included within state reports and accountability calculations.

The following information covers fields and settings specific to California districts. While not all fields in these tools are specific to California, some are critical to ensuring accurate state reporting. These tools and fields are described below.

## Calendar Information

This tool does not have any fields that are specific to the state of California. See the [Calendar Information](#) article for information.

## Grade Levels

The Grade Levels Setup lists the grades that can be enrolled in the selected school. Fields that are specific to the state of California are defined below, along with information to help clarify how certain fields affect reporting. See the [Grade Levels](#) article for all other inquiries.

The screenshot shows the 'Grade Level Setup' tool. On the left, a table titled 'Grade Level Editor' lists grade levels with columns 'Name' and 'Seq'. The row for '10' is selected. On the right, a detailed configuration panel for 'Grade Level Detail' is shown. It includes fields for 'Name (locked)' (10), 'Sequence Number' (10, 12), 'State Grade Level Code' (10: Tenth Grade), 'Standard Day', 'Maximum Membership Days', 'Whole Day Absence (minutes)', 'Half Day Absence (minutes)', 'Maximum Approved School Choice Applications' (0), and 'Grade Code'. Below these are several exclusion checkboxes: 'Exclude from cumulative GPA/Rank calculations' (unchecked), 'Exclude from state reporting' (unchecked), 'Exclude from Enrollment' (unchecked), 'Exempt from Assignment' (unchecked), 'Standard Code (SIF code)' (empty text field), 'Exclude from SIF reporting' (unchecked), 'Exclude from Grade/Age Validation' (unchecked), 'External LMS Exclude' (unchecked), and 'Exclude from Online Registration Calculations' (unchecked). The top navigation bar shows 'Scheduling & Courses > Calendar Setup > Grade Level Setup' and a 'Related Tools' dropdown.

Grade Levels

Field	Description	Location
<b>State Grade Level Code</b>	<p>The State Grade Level Code indicates the student's current grade level. This field is a required field.</p> <p>Grade Level is reported in most state reports.</p>	<p><b>Database Location:</b> gradeLevel.stateCode</p> <p><b>Ad hoc Inquiries:</b> Student &gt; Demographics &gt; stateGrade</p> <p>Student &gt; Learner &gt; Active Enrollment &gt; Core elements &gt; Grade Level elements &gt; stateGrade</p> <p>Student &gt; Learner &gt; All Enrollments &gt; Core elements &gt; Grade Level elements &gt; stateGrade</p> <p>Student &gt; Learner Planning &gt; Course Requests &gt; Course &gt; stateGradeLevelHigh</p> <p>Student &gt; Learner Planning &gt; Course Requests &gt; Course &gt; stateGradeLevelLow</p> <p>Student &gt; Learner Planning &gt; Course Plan &gt; Course &gt; stateGradeLevelHigh</p> <p>Student &gt; Learner Planning &gt; Course Plan &gt; Course &gt; stateGradeLevelLow</p> <p>Student &gt; Health &gt; Immunization Compliance Status &gt; stateGrade</p> <p>Person &gt; Staff &gt; Teaching Assignment &gt; Course Information &gt; stateGradeLevelHigh</p> <p>Person &gt; Staff &gt; Teaching Assignment &gt; Course Information &gt; stateGradeLevelLow</p>

Field	Description	Location
<b>Grade Code</b>	The Grade Code is not used in state reporting and is used only for district-tracking purposes.	<b>Database Location:</b> gradeLevel.kindergartencode

## Grade Code Selections

Code	Description	Definition
AD	Adult in K-12 Programs	A category for students who are primarily enrolled in an adult education center. These students would not have an affiliation with a K-12 institution.
IN	Infant	A grade level for individuals, ages 0 through 18 months.
KN	Kindergarten	Kindergarten
PS	Preschool	A grade level for individuals, ages 36 months to 5 years old, who are formally enrolled in a preschool program in preparation for entrance to kindergarten.

## Schedule Structure

Schedule Structures allow different groups of students (by grade level, by term, by day layout) to have unique layouts for their learning days.

This tool does not have any fields that are specific to the state of California. See the [Schedule Structure](#) article for more information.

**Do NOT** create multiple Schedule Structures within a calendar. Instead, create multiple, unique calendars for each Schedule Structure.

## Terms

Calendar Terms list the type of calendar structure the school has - trimesters, quarters, etc. Also available on this tab are the start and end dates of the terms. See the [Terms](#) article for more information. **The [CCGI Reports](#) require a specific Term Type.**

The **Term Type** field lists the type of calendar term - Semester, Quarter, Trimester, etc. And which term it is - Semester 1, Quarter 2, etc. The value in this field acts as an override to map to an accepted value that needs to be imported for a report.

## Term Setup ☆

Save Term Schedule/Terms    New Term Schedule/Terms    Delete Term Schedule/Terms

**Term Schedule/Terms Editor**

Name
Terms

**Term Schedule Detail**

*Name	Primary
Terms	<input checked="" type="checkbox"/>

**Term Detail**

*Name	*Sequence	*Start Date	*End Date	Term Type
X One	1	07/30/2025	12/19/2025	Q4: Quarter 4
X Two	2	01/12/2026	06/12/2026	Q2: Quarter 2

**Add Term**

Term Setup -Term Type Value

For example, a term named Term 1 or Term 2 are not accepted by CCGI. But a term Name of Term 1 with a Term Type name of Semester 1 or Quarter 1 is accepted by CCGI. When sending CCGI extracts to CCGI, the Term Type value of Semester 1 or Quarter 1 is included, and the school does not have to change their naming convention.

If a school names their terms a value that CCGI accepts (see list below), the Term Type does not need to be populated.

Field	Description	Location
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Field	Description	Location
<b>Term Type</b>	<p>The type of Calendar Term. Select a value that closely matches the value entered in the Name field.</p> <p>Only enter a value if the Name field is not one of these options:</p> <ul style="list-style-type: none"><li>• S1: Semester 1</li><li>• S2: Semester 2</li><li>• T1: Trimester 1</li><li>• T2: Trimester 2</li><li>• T3: Trimester 3</li><li>• Q1: Quarter 1</li><li>• Q2: Quarter 2</li><li>• Q3: Quarter 3</li><li>• Q4: Quarter 4</li><li>• SS1: Summer 1</li><li>• SS2: Summer 2</li><li>• F: Full Year</li></ul>	<b>Database:</b> Term.statecode

## Periods

Period Setup lists the names and the times of the periods meeting throughout a school day. The editor displays the period information based on the school selected in the Campus toolbar. At least one period schedule needs to exist in a calendar. Once a period schedule exists, periods can be assigned to that schedule. Then, Calendar Days can be established and assigned a period schedule (day rotation).

This tool does not have any fields that are specific to the state of California. See the [Period Setup](#) article for more information.

Only continuation schools are required to employ passing time. When the Passing Minutes field is used, the time should reflect the time passing INTO a period. Passing time cannot be included in the first period or from lunch.

## Days

The Days tool provides a calendar view of all days in the school calendar, filtered by the year, school, and calendar selected in the Campus toolbar. The Days tool also displays which Period Schedules are assigned to a particular day, whether any special events are assigned to a day, or whether a particular day is not recording attendance, is not an instruction day, or is not a school

day.

This tool does not have any fields that are specific to the state of California. See the [Day Setup](#) article for more information.

## Overrides

Calendar overrides apply to the programs a school offers to students. Overrides may be set for a person or on a household address. Person overrides take precedence over the household address override. A student may be denied enrollment to a school if the student does not live at an address within the school boundary. In this case, the student would need to obtain a person override to attend the school based on a specific curriculum program or administrative decision.

This tool does not have any fields that are specific to the state of California. See the [Calendar Override Setup](#) article for more information.

## School Month

School Months break down the months of the school year into time segments, most often used for state reporting. School Months can be created in one school calendar and copied to other school calendars using the [Calendar Wizard](#).

See the [California School Month](#) article for more information.

School Month setup is **CRITICAL** to California state attendance reports. Please see the [School Months \(California\)](#) article for California-specific recommendations for School Month setup. For more information on School Month fields and how to make use of the tab, please see the [School Month](#) article.

School Month ☆

Scheduling & Courses > Calendar Setup > School Month

Related Tools ▾

Save Print

CA School Month Requirements

Monthly Attendance Register Report requires School Months to start on a Monday so that those school months are selectable. For detailed information on entering data in these fields, refer to the [Knowledge Base](#).

School Month Detail							
*Name	*Seq	*Start Date	*Days	*End Date	Exclude Start	Exclude End	Close Date
X 01	1	07/24/2022	+ 0	= 08/18/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X 02	2	08/21/2023	+ 19	= 09/15/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X 03	3	09/18/2023	+ 10	= 10/13/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X 04	4	10/16/2023	+ 19	= 11/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X 05	5	11/13/2023	+ 17	= 12/08/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X 06	6	12/11/2023	+ 8	= 01/05/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X 07	7	01/08/2024	+ 19	= 02/02/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X 08	8	02/05/2024	+ 18	= 03/01/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X 09	9	03/04/2024	+ 10	= 03/29/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X 10	10	04/01/2024	+ 20	= 04/26/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X 11	11	04/29/2024	+ 18	= 05/24/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X 12	12	05/27/2024	+ 19	= 06/21/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add School Month

School Months

## Calendar GPA

The Calendar GPA tool lists all available Custom GPA Calculations (name and type) that may be chosen for use within that calendar. They are ordered by the sequence entered for that calculation on the [GPA Calculation](#) tool.

This tool does not have any fields that are specific to the state of California. See the [Calendar GPA](#) article for more information.

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